



REQUEST FOR QUOTATION

QUOTATIONS WILL BE RECEIVED UNTIL 5:00 P.M. M.S.T.
ON **October 15, 2004**

DATE PUBLISHED October 5, 2004 RFQ R9-5-014

ARIZONA DEPARTMENT OF
PUBLIC SAFETY
2102 W. ENCANTO BLVD.
P O BOX 6638 MAIL DROP 1330
PHOENIX ARIZONA 85005
PHONE (602) 223-2452
FAX (602) 223-2944

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VENDOR QUOTATION

Read the terms and conditions attached before preparing your quotation. Vendor should quote his best price, FOB destination, including all delivery charges, but excluding applicable taxes. Delivery schedule and discount for early payment should be indicated in the spaces provided below. Return your quotation promptly to Finance at the above address, referencing the RFQ number on your return envelope, or fax to **(602)-223-2944**.

THIS IS NOT A PURCHASE ORDER.

DELIVERY POINT:

PROCUREMENT SPECIALIST:
CAROL WILSON

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
			The Arizona Department of Public Safety is requesting your quote to provide: Furnish and Install Biometric Security System		

THIS SECTION MUST BE COMPLETED BY VENDOR

Company Name Address City State Zip Telephone No.
Fax No.

Delivery is promised within _____ calendar days after receipt of an order. If payment is made within _____ days after receipt of goods or services, the buyer is entitled to a discount of _____ % on the above listed price(s).

Signature

Date

Typed Name and Title



TERMS AND CONDITIONS FOR RFQ'S

RFQ # R9-5-014

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The State of Arizona's Uniform Terms and Conditions, and Instructions to Offerors are hereby incorporated by reference.

1. Quotations, in order to receive consideration, must be on page one, signed and received in DPS Finance no later than the time and business date specified on the Request for Quotation.
2. These are informal quotations and are not read at a public opening, but information may be obtained at any time after they have been tabulated, evaluated and awarded.
3. Unless otherwise specifically provided in this Request for Quotation, all equipment, materials, parts and other components incorporated in the work or end item covered by this contract shall be completely new, of the latest model and of the most suitable grade for the purpose intended. Any and all work under this contract shall be performed in a skilled and workmanlike manner.
4. In case of error in the extension of prices in the Quotation, the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date for receiving Quotations. Negligence on the part of the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
5. Unless the Vendor states otherwise, the Buyer reserves the right to award by individual line item, by groups of line items, or as a total, whichever is deemed most advantageous to the State.
6. The State of Arizona is exempt from Federal Excise Tax, including Federal Transportation Tax. Exemption certificates will be furnished upon request. Sales tax, if any, should be indicated as a separate item.
7. A separate invoice shall be issued for each shipment and no payment will be made prior to receipt of goods or services and correct invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes.
8. Payment discount periods will be computed from the date of receipt of goods/services or correct invoice, whichever is later, to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on the full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the Buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
9. Periods of time, stated as a number of days, shall be calendar days.
10. Samples requested must be furnished free of any expense and, if not destroyed or required as a future quality standard on award items, will upon request, be returned at the Vendor's expense.
11. Vendor agrees to indemnify, defend, and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Request for Quotation. Vendor will indemnify Buyer against all claims for damages to persons or property resulting from defects in materials or workmanship.
12. The right is reserved to reject any, or all, bids, combinations of items, or lot, and to waive informalities not inconsistent with law.
13. Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request for Quotation.
14. Erasures, interlineations or other changes must be initialed by the person(s) signing the Request for Quotation.
15. This Request for Quotation and any resulting contract shall be governed by the Uniform Commercial Code, as adopted in the State of Arizona and the Arizona Procurement Code and shall be governed by the law of the State of Arizona. Suits pertaining to this Quotation may be brought only in the courts of the State of Arizona.
16. Any contract resulting from this Request for Quotation is subjected to cancellation by the Governor for conflict of interest pursuant to A.R.S. 38-511, the provisions of which are incorporated herein.



SPECIAL INSTRUCTIONS TO OFFERORS

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1. Offshore Performance of Work Prohibited:

Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the solicitation.

2. General:

2.1 When the successful bidder is awarded this contract, no plea of ignorance of conditions that exist, or may hereafter exist, or of any difficulties that may be encountered in the execution of the tasks under this contract, will be accepted as an excuse for failure or omission, on the part of the Contractor, to fulfill all requirements of this contract nor accepted as a basis for any claims for extra compensation.

2.2 While on RMIN premises, Contractor and contractor employee(s) shall not conduct personal or professional business outside these contract requirements or be accompanied/visited by acquaintances or family members.

3. Employee Screening and Identification Requirements:

3.1 Contractor and contractor employee(s) must successfully complete a background investigation, driver's license check, all of which are conducted in *Phoenix, Arizona*.

3.2 Contractor and contractor employee(s) must have an identification (ID) card on their person while at RMIN facility. The ID card must be a valid company ID card, driver's license or State ID card.

4. Site Supervisor:

Contractor shall designate a site supervisor to ensure compliance with all contract requirements. The site supervisor must have a minimum of one (1) year experience and is expected to act as a liaison between the Contractor and RMIN Coordinator on all service-related matters.

5. Access:

5.1 If Contractor or contractor employee(s) are denied access into any building, room and/or area, Contractor must immediately notify the RMIN Coordinator.

6. Service Days:

All services shall be performed Monday through Friday, excluding State holidays. Services shall not be performed on Saturday, Sunday or a State holiday without approval from the RMIN Coordinator.



SPECIAL TERMS AND CONDITIONS

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The following special terms and conditions are an explicit part of the solicitation and any resultant contract.

1. **Evaluation:** In accordance with the Arizona Procurement Code '41-2535, awards shall be made to the responsible bidder submitting the quotation which is most advantageous to the state and conforms to the solicitation.
2. **Term of Contract:** The term of any resultant contract shall commence on the date of award and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or otherwise provided herein.
3. **Contract Renewal:** The contract shall not bind nor purport to bind the state for any contractual commitment in excess of the original contract period. The Arizona Department of Public Safety reserves the right, upon mutual agreement between the Arizona Department of Public Safety and the successful offeror, to renew the contract for supplemental periods of up to twenty-four (24) months or a portion thereof. If such rights are exercised, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period unless otherwise stipulated.
4. **Delivery:** Delivery shall be made within thirty (30) days of receipt of the purchase order. If delivery is not completed within the required thirty (30) days, the State reserves the right to purchase the item(s) specified on the open market.
5. **Shipping Terms:** Prices shall be F.O.B. destination, delivered to the specified receiving point as required by the Department of Public Safety at the time of order. Contractor shall retain title and control of all goods until they are delivered, received and the contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the contractor. All claims for visible and concealed damage shall be filed by the contractor. The State will notify the contractor promptly of any damaged goods and shall assist the contractor in arranging for inspection.
6. **Price Adjustment:** The Arizona Department of Public Safety may review a fully documented request for a price increase only after the contract has been in effect for one (1) year. A price increase adjustment shall only be considered at the time of a contract extension and shall be a factor in the extension review process. The Arizona Department of Public Safety shall determine whether the requested price increase or an alternate option is in the best interest of the state. The price increase adjustment, if approved, will be effective upon the effective date of the contract extension. Price reductions will become effective upon acceptance by the state.
7. **Discount Rates:** The contractor(s) shall be responsible for disclosing and honoring all applicable discount rates contained herein (i.e. Purchasing Card, Electronic Ordering Systems, Quantity Purchase, Special Educational and Prompt Payment discounts) to the Department of Public Safety. Disclosure shall be made during all verbal and written communications, order confirmations, and on invoicing activities made under the resultant contract(s). Failure to disclose and include all applicable discount rates to contracted customers may result in contract cancellation.
8. **Special Instructions: State of Arizona Purchasing Card Program Option:** The State of Arizona has implemented a purchasing card program. Participating vendors may receive payments from the Department of Public Safety via this purchasing card program. Bidders/Offerors should consult with their servicing bank to discuss this program and all applicable fees.
9. **Illegal/Non-Prescription Drugs, Alcohol and Weapons:** Illegal/non-prescription drugs, alcohol and weapons of any type, make, model, shape and/or design shall not be permitted on any Rocky Mountain Information Network (RMIN) premises. Any contractor or contractor employee possessing illegal/non-prescription drugs, alcohol and/or weapons of any type on RMIN premises shall be immediately removed from the property and not be allowed future access.
10. **Questions:** Questions pertaining to this solicitation process shall be directed to Carol Wilson, Procurement Specialist, at (602) 223-2452.

Fax your response to: Carol Wilson, Procurement Specialist, at (602) 223-2944.

(NOTE: Responses due prior to 5:00 P.M. M.S.T. on October 15, 2004)

Please submit the attached Small Business - MBE/WBE Certification with your bid.



SPECIFICATIONS

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- 1) Fingerprint access and exit. This would require a fingerprint reader on each side of two access doors. Exit without a fingerprint reader would sound an alarm but not prevent exit.
- 2) Every entry and exit would be linked to software that would automatically log each entry and exit, as well as provide a report of those entries and exits by employee at any time.
- 3) For each entry it would be necessary that there be an exit. An entry not followed by an exit would refuse a subsequent entry.
- 4) Time slaved access can be controlled by software at a stand-alone or network computer. Employee "A" would have access between specific hours and minutes. These times can be programmed and reprogrammed via software.
- 5) Capacity of up to 100 authorized users able to register up to two fingerprints each.
- 6) Verification time of less than 1 second for all readers.
- 7) Adjustable False Acceptance Rate, and adjustable False Rejection Rate.
- 8) Able to connect/notify to DPS Security for breaches.
- 9) Capability to add card or password reader in the future.
- 10) Minimum 1-year parts and labor guarantee.
- 11) Includes furnish and installation by employees who have undergone a background investigation.



PRICE SHEET

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1. After the first year, hourly rate per person to be charged for additional or emergency services, which may be required from time to time during normal working hours. Normal working hours are generally defined as 8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted. \$_____ hourly rate per person for normal working hours only
2. After the first year, hourly rate per person to be charged for additional or emergency services, which may be required from time to time during other than normal working hours. \$_____ hourly rate per person for after hours
3. Percent of discount for any additional or replacement system(s) and/or components. _____% percent of discount
4. Cost for maintenance of system after the first year \$_____
5. Cost for maintenance of system after the second year \$_____



ATTACHMENT

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SMALL BUSINESS CERTIFICATION

In accordance with A.R.S. §41-2535 and A.A.C. R2-7-335, except where practicable, and as provided for under these rules, this purchase is restricted to small businesses. A small business is one that, including its affiliates, is independently owned/operated, is not dominant in the type of business it conducts and which employs fewer than 100 full-time employees OR which had gross receipts of less than \$4 million dollars in its last fiscal year. By checking the appropriate line shown below, offeror certifies whether it is a small business as defined in this paragraph. If you need assistance in identifying yourself as a small business, call 1-800-542-5684.

If you do not meet the small business definition, please check the applicable line shown below. Under certain conditions outlined in the above referenced rules, DPS may waive the small business requirement.

_____ Does meet small business definition.

_____ Does not meet small business definition.

MINORITY OR WOMEN OWNED BUSINESS

Please indicate below if your business qualifies as a minority or women owned business. This status is defined as being at least 51% minority or women owned.

_____ Yes

_____ No

(NOTE: Please submit this document with your offer.)